OBTAINING A DIVORCE IN BEAVER COUNTY

- Divorces are filed in the Prothonotary's Office located on the first floor of the Beaver County Courthouse.
- At the time of filing, there will be a \$154.75 filing fee. (Cash or check only.) This fee may be waived if your income falls below the federal poverty guidelines. (See Form 2.)
- If you are seeking to have the filing fees waived, take the completed forms 1 and 2 (the Complaint and the In Forma Pauperis) with all other required documentation to Courtroom #8 no later than 8:45 a.m. any Monday, Tuesday or Thursday morning. No appointment is needed. Take a seat and wait your turn.
- If you wish to resume your maiden name, bring an additional \$9.00
- Please follow the instructions in the packet very carefully.

DIVORCE PROCEDURE

These forms are not designed for complicated divorce issues. It is likely that any complex divorce matter is going to require additional forms that are not included here and the expertise of a lawyer. Examples of a complicated divorce matter include: a request to divide property, receive alimony, payment of attorney's fees and expenses, or if your spouse is in the military.

IF YOU FAIL TO RAISE A CLAIM FOR ALIMONY, DIVISION OF PROPERTY, LAWYER'S FEES OR EXPENSES IN YOUR DIVORCE COMPLAINT YOU WILL WAIVE OR LOSE THE RIGHT TO MAKE SUCH CLAIMS WHEN THE DIVORCE DECREE IS ENTERED.

STEP ONE: The Notice to Defend, Complaint and Verification (Form 1).

A divorce case is started with the filing of a "Complaint." There are two forms that should be attached to the Complaint: the "Notice to Defend and Claim Rights" page should be attached before the first page of the complaint and the "Verification" must be attached after the last page.

The Complaint is filed in the Prothonotary's office, where civil matters are filed. You must pay the filing fee, unless you have been granted the right to proceed *In Forma Pauperis*. (See Form 2.)

The caption at the top of each form includes the county's name, your name, your spouse's name, and the docket number assigned to the case by the Prothonotary's office. This caption must be identical on all documents filed in your case, regardless as to which party is filing the document.

How to Complete Step 1

- 1. Complete all four pages of Form 1.
- 2. After you have filled out Form 1, make two copies of Form 1. (If you are also requesting to proceed *In Forma Pauperis*, fill out Form 2, and make two (2) copies of Form 2).
- 3. File Form 1 and if you have received a court Order granting you permission to proceed *In Forma Pauperis*, file Form 2.
- 4. Take the original and your two copies to the Prothonotary. The Prothonotary's office will time-stamp the original and two copies. The original will stay in the Prothonotary's file and the two copies will be returned to you. One of the copies is for your records; the other copy must be served on the other party in STEP TWO.

STEP TWO: Service of the Complaint.

After filing the Notice to Defend, Complaint and Verification (Form 1), these documents must be served on the other party within thirty (30) days of the date they were filed, which is the date time-stamped on the document.

If the other party does not live in Pennsylvania, the time requirement is extended to ninety (90) days. If service is not completed within 30 days of the date of filing, the Complaint must be reinstated using Form 4 and re-served.

Service of the Notice to Defend, Complaint and Verification (Form 1) must be made either by Personal Service, by Acceptance of Service, or by regular and Certified Mail return receipt requested, restricted delivery.

If you were unable to serve the opposing party within 30 days (or within 90 days if the other party lives outside Pennsylvania), then you must complete and file the Praecipe to Reinstate the Complaint, Form 4.

The date you file this Praecipe re-starts the clock for service. You will have another 30 days to serve the other party (or 90 days for a defendant outside Pennsylvania).

How to Complete Step 2

1. Decide which method you will use to serve the other party. Based on that, select the corresponding form and fill in the caption exactly as it appears on Form 1. Follow the instructions for the method of service you choose:

Form 3-A: Acceptance of Service – Give the opposing party Form 1. The other party signs the Affidavit of Acceptance of Service, Form 3-A, stating that he/she has received a copy of Form 1.

-OR

Form 3-B: Service by Mail – Mail Form 1 to the opposing party by regular <u>and</u> certified mail, return receipt requested, restricted delivery. You must complete the Affidavit of Service by Mail, Form 3-B, stating that you have mailed your spouse the required forms by certified mail.

You must also attach the green card receipt received from the post office. Make a photocopy of this green card for your records and file the original with the Prothonotary by attaching it to Form 3-B. If the certified mail is returned unclaimed, another form must be used.

-OR

Form 3-C: Personal Service – Any adult, other than you, (i.e. – Sheriff, Constable, or any reliable third party) may personally hand Form 1 to the opposing party. However, that third party who

hands the papers to your spouse must sign a completed Affidavit of Service by Personal Service, Form 3-C.

- 2. After you have completed either Form 3-A, B, or C (whichever method you chose to serve the other party), make one copy.
- 3. File either Form 3-A, B, or C (whichever method you chose to serve the opposing party) with the Prothonotary. Take the original and one copy to the Prothonotary and have each document time-stamped. The original will stay in the file in the Prothonotary's file and the copy will be returned to you for your records.
- 4. If you are having trouble completing service within the time limits, you may file a Praecipe to Reinstate the Complaint, Form 4, as many times as you need. The clock starts from the day it is time-stamped in the Prothonotary's office. If you continue to have problems completing service, it is recommended that you speak to an attorney. You may not proceed with your case until proper service has been made.

IF YOUR SPOUSE CONSENTS TO THE DIVORCE, FOLLOW THE STEPS FOR A 3301(C) DIVORCE.

IF YOUR SPOUSE DOES NOT CONSENT TO THE DIVORCE, FOLLOW THE STEPS FOR A 3301(D) DIVORCE.

HOW TO PROCEED WITH A 3301(c) CONSENT DIVORCE:

STEP THREE: Wait 90 Days from the Date the Notice to Defend, Complaint and Verification (Form 1) was served.

The Pennsylvania Rules of Civil Procedure require both parties to wait ninety (90) days from the date of the service of the Complaint before filing the consent forms.

How to Complete Step 3

You must wait ninety (90) calendar days from the date Form 1 is **served** on the opposing party (see Step Two).

The date the Defendant signs the form stating that he or she has received the Complaint is Day 1 of the 90 day period. It is vital that you complete service of Form 1. Once you have served Form 1, you must wait ninety (90) days before you can file the 3301(c) Affidavit of Consent.

STEP FOUR: Affidavit of Consent (Form 5) and either Waiver of Notice (Form 6) OR Notice of Intention to Request Entry of Section 3301(c) Divorce Decree (Form 7)

Affidavit of Consent: After ninety (90) days have passed from the date the Complaint was served upon the other spouse and both parties agree to the divorce, both parties may file an Affidavit of Consent, Forms 5-A and B, declaring that they consent to the divorce.

The Affidavit of Consent must be filed within thirty (30) days after it is signed and dated. If the parties do not file an Affidavit of Consent (Form 5) within thirty days of the date it was signed, the Affidavit of Consent must be re-signed and re-filed.

Notice of Intention OR Waiver of Notice: In addition to signing and filing an Affidavit of Consent, each party can sign and file a Waiver of Notice (Form 6-A and B) - **OR** - either party can mail the other party a Notice of Intention to Request Entry of Section 3301(c) Divorce Decree (Form 7).

If both parties sign and file a Waiver of Notice, then either party may immediately file a Praecipe to Transmit Record with the Prothonotary and have the file sent to a Court of Common Pleas Judge.

However, if one party mailed the other party a Notice of Intention to Request Entry of Section 3301(c) Divorce Decree and Counter-Affidavit (Form 7), then twenty (20) days must pass before you may file the Praecipe to Transmit Record.

How to Complete Step 4

If filing Waivers -

- 1. You (Plaintiff) should complete and sign Form 5-A and Form 6-A and make one copy of each.
- 2. Provide your spouse (Defendant) Form5-B and Form 6-B to sign. Make one copy of each.
- 3. File Forms 5-A and B and Forms 6-Aand B with the office of the Prothonotary within 30 days of the date they are signed. The Prothonotary will time-stamp the original and copies. The originals will stay in your file in the Prothonotary's office and the copies will be returned to you for your records.

If serving a Notice of Intention -

- 1. You (Plaintiff) complete and sign Form 5-A, and make one copy.
- 2. Provide your spouse (Defendant) Form 5-B to sign. Make one copy.
- 3. File Forms 5-A and B with Prothonotary's office within 30 days of the date they were signed. The Prothonotary will time-stamp the original and copies. The originals will stay in your file in the Prothonotary's, but the copies will be returned to you for your records.
- 4. Complete Form 7 and make two copies. One copy is for your records, one copy is to mail to your spouse (see below), and the other is to attach to the Praecipe to Transmit Record (Form 12) in STEP FIVE.
- 5. Mail a copy of Form 7 to your spouse by first class mail and Complete Form11. Mark the box by "Notice of Intention to Request Entry of Section 3301(c) Divorce Decree, and Counter Affidavit Under 3301(c)." Make one copy.
- 6. File Form 11 with the Prothonotary. They will time-stamp the original and copy. The original will stay in the case file in the Prothonotary and the copy will be returned to you for your records.
- 7. Wait 20 days from the date of service of Form 7.

STEP FIVE: Praecipe to Transmit Record (Form 12), Divorce Decree (Form 13), Divorce Information Sheet (Form 14), and any other forms required by your county.

Upon the filing of both parties' Affidavits of Consent (Form 5) and the other party receiving a Notice of Intention to Request Entry of Section 3301(c) Divorce Decree/Counter-Affidavit (Form 7), OR both parties filing Waiver of Notice (Form 6), the divorce may be concluded by either party filing with the Prothonotary a Praecipe to Transmit Record (Form 12). Check your records for the exact dates necessary to complete the form.

Additional forms are also required by the Court, including a proposed Divorce Decree (Form 13) and Divorce Information Sheet (Form 14). You must provide the Court with self-addressed, stamped envelopes for you and your spouse, in order for the court to mail you a copy of the final divorce decree.

If there are minor children involved, Beaver County also requires the parties to complete a parenting seminar for divorcing parents and the completion of a statistical form for the Prothonotary before your divorce is finalized.

How to Complete Step 5

If filing Waivers –

1. Complete Form 12 and make one copy:

Line 1: Circle 3301(c)

Line 2: Write the date of service and the manner of service (Acceptance, Certified Mail, or Personal Service)

Line 3(a): Write the dates you and your spouse signed Forms 5-A and B.

Line 4: Write if any claims are pending, and if none, write "no claims pending."

Line 5(b): Write the dates you and your spouse signed Forms 6-A, B.

- 2. Complete Forms 13 and 14. Make one copy of each.
- 3. File Forms 12, 13 and 14 in the Prothonotary's office. The Prothonotary will time-stamp both the original and your copy. The original stays in the file, and the copy will be returned to you for your records.

If serving a Notice of Intention -

1. Complete Form 12 and make one copy:

Line 1: Circle 3301(c)

Line 2: Write the date of service and the manner of service (Acceptance, Certified Mail, or Personal Service)

Line 3(a): Write the dates you and your spouse signed Forms 5-A and B.

Line 4: Write if any claims are pending, and if none, write "no claims pending."

Line 5(a): Write the date you served Form 7 (Notice of Intention and blank Counter-Affidavit), and attach a copy of Form 7 to Form 12.

- 2. Complete Form 13 and 14. Make one copy of each.
- 3. File Forms 12, 13 and 14 and any other forms required by Beaver County in the office of the Prothonotary. That office will time-stamp both the original and your copy. The original stays in the file, and the copy will be returned to you for your records.

STEP SIX: Divorce Decree (Form 13).

The Divorce Decree will be mailed to both parties after filing the above forms, presuming there are no mistakes. If corrections need to be made in the paperwork, a final divorce decree will not be entered until the court has the corrected paperwork. The responsibility of submitting accurate paperwork is that of the parties. You have every right to represent yourself. However, self-represented litigants are held to the same standard as attorneys.

How to Complete Step 6

At some point while your divorce proceeding is pending, provide the Prothonotary's office two stamped envelopes, one with your current address and one with your spouse's current address in order for the Prothonotary to be able to mail copies of your Divorce Decree once it is granted.

Instructions for:

Form 1

Divorce Complaint

Form 1 - Divorce Complaint

The numbers on these instructions correspond with the numbers in the arrowboxes on the form. Use the form with the arrowboxes to guide you through filling out the blank form.

- 1. Write the name of the county you are filing in by arrowbox 1.
- 2. Write your name by arrowbox 2.
- 3. Write your spouse's name by arrowbox 3.
- 4. Leave the line by arrowbox 4 blank. The Prothonotary's Office will assign a docket number and write it here. You will use that number in this case from now on.
- 5. Write the name of the county you are filing in by arrowbox 5. Arrowboxes 5 and 1 should be the same.
- 6. Write the name of the city or town in which the county's courthouse is located by arrowbox 6.
- 7. Write in arrowbox 7

Lawyer Referral Service

The Beaver County Bar Association

788 Turnpike Street Beaver, PA 15009 Telephone # 724-728-4888

- 8. Write the name of the county you are filing in by arrowbox 8.
- 9. Write your name by arrowbox 9.
- 10. Write your spouse's name by arrowbox 10.
- 11. Leave the line by arrowbox 11 blank.
- 12. Write your name by arrowbox 12.
- 13. Write your street address by arrowbox 13.
- 14. Write the name of the city or town in which you live by arrowbox 14.
- 15. Write the name of the county in which you live by arrowbox 15.
- 16. Write the state in which you live by arrowbox 16A. Write the zip code in which you live by arrow box 16B.
- 17. Write your spouse's name by arrowbox 17.
- 18. Write your spouse's street address by arrowbox 18.
- 19. Write the name of the city or town in which your spouse lives by arrowbox 19.
- 20. Write the name of the county in which your spouse lives by arrowbox 20.
 - 21. Write the state in which your spouse lives by arrowbox 21A. Write the zip code in which your spouse lives by arrow box 21B.
- 22. Write the day, month, and year you and your spouse were married by arrowbox 22.
- 23. Write the county or city in which you and your spouse were married by arrowbox 23.

- 24. Write the state or country in which you and your spouse were married by arrowbox 24.
- 25. Write "have been" or "have not been" by arrowbox 25, depending on whether there have been any prior actions of divorce or annulment between the parties.
- 26. If there have not been any prior actions for divorce or annulment between the parties, leave the line by arrowbox 26 blank. A prior action may have been brought in the country, another state, or another country. If there has been prior action, write down the name of the jurisdiction (where the other action was filed) and the docket number of the other action here.
- 27. Write "are" or "are not" by arrowbox 27, depending on whether you and your spouse are currently living together.
- 28. If you and your spouse are still living together, leave the line by arrowbox 28 blank. If you and your spouse are living separately, write the date, month, and year you and your spouse separated by arrowbox 28.
- 29. Write "is" or "is not" to indicate whether your spouse is a member of the Armed Services by arrowbox 29.
- 30. Sign your name after you have thoroughly read Form 1 and after you thoroughly understand the statements you are making in the divorce complaint by arrowbox 30.
- 31. Write the date by arrowbox 31.
- 32. Sign your name after you have thoroughly read Form 1 and after you thoroughly understand the statements you are making in the divorce complaint by arrowbox 32. By signing by arrowbox 32, you are verifying that all the information you provided in Form 1 is true, correct, and accurate.
- 32. File these forms in the Prothonotary's Office and pay the fee (unless you file a request to proceed *In Forma Pauperis*, Form #2).

Counties may require additional information be stated in the Divorce Complaint. For example, Centre County requires the parties indicate if they have any children under age 18 because there may be additional requirements for divorcing parents. To check what your county requires, call your Court Administrator's Office and review your county's local Rules of Court.



IN THE COURT OF COMMO 1 EAS	S OF COUNTY, PENNSYLVANIA
PLAINTIFF (your full name)	CIVIL ACTION – LAW
vs. 3	Case No
DEFENDANT (spouse's full name)	IN DIVORCE
NOTICE TO DI	EFEND AND CLAIM RIGHTS
you must take prompt action. You are warned that of divorce or annulment may be entered against yo other claim or relief requested in these papers by the important to you, including custody or visitation of the work when the ground for the divorce is it marriage counseling. A list of marriage counsels Office of the Prothonotary, IF YOU DO NOT FILE A CLAIM FOOR EXPENSES BEFORE A DIVORCE OR ANNUCLAIM ANY OF THEM. YOU SHOULD TAKE THIS PAPER LAWYER, GO TO OR TELEPHONE THE OFFICE WITH INFORMATION ABOUT HIRING A LAW	ities or irretrievable breakdo. marriage, you may request (county) Courthouse, (city), Pennsylvania. OR ALIMONY, DIVISION OF PROPERTY, LAWYER'S FEES TULMENT IS GRANTED, YOU MAY LOSE THE RIGHT TO TO YOUR LAWYER AT ONCE. IF YOU DO NOT HAVE A CE SET FORTH BELOW. THIS OFFICE CAN PROVIDE YOU
	ES THAT MAY OFFER LEGAL SERVICES TO ELIGIBLE
	7

Form 1 Page 1 of 4



PLAINTIFF (your full name): CIVIL ACTION – LAW Case No. DEFENDANT (spouse's full name) IN DIVORCE

COMPLAINT FOR DIVORCE UNDER SECTION 3301(c) OR 3301(d) OF THE DIVORCE CODE

AND NOW, comes the Plaintiff and for cause of action against the Defendant says: 1. Plaintiff is hame), an adı o currently resides at ___ (city), 15 (Zip Code) (state) (spouse's name), an adult individu 19 2. Defendant is currently resides (street address). 21B (city), 20 (state)_ (county), (Zip Code) 3. Either Plaintiff or Defendant has been bona fide resident of the Commonwealth of Pennsylvania for at least six months immediately previous to the filing of this Complaint. 4. Plaintiff 23 efendant were married on 24 (month/day/year), in (county), (state). (have been/have not been) prior actions of divorce or for annulment between 5. There the parties. (If there have 1 26 ame the jurisdiction and case number).

6. The marriage is irretrievably broken.

Form 1 Page 2 of 4



	1
7. The parties (are/are not) living sep nd apart. If the parties are living separate and	
apart, they have lived separate and apart since(month/day/year).	
8. Plaintiff has been advised that counseling is available and that Plaintiff may have the right to	
request that the Court require the parties to participate in counseling.	
9. The Defendant(is/is not) a member of the Armed Services of the United States or any	
of its allies.	

10. Plaintiff requests that the Court enter a decree of divorce.

WHEREFORE, Plaintiff respectfully requests your Honorable Court enter a Decree in Divorce, divorcing Plaintiff and Defendant.

Respectfully submitted,
30

Plaintiff's Signature



VERIFICATION

I verify that the statements in the foregoing Complaint in Divorce are true and correct to the best of my knowledge, information, and belief. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. § 4904, relating to unsworn falsification to authorities.

Date:	32
	Plaintiff's Signature

______COUNTY, PENNSYLVANIA ______, CIVIL ACTION – LAW PLAINTIFF (your full name) : Case No. ______ vs. DEFENDANT (spouse's full name) IN DIVORCE

NOTICE TO DEFEND AND CLAIM RIGHTS

IN THE COURT OF COMMON PLEAS OF

You have been sued in Court. If you wish to defend against the claims set forth in the following pages, you must take prompt action. You are warned that if you fail to do so, the case may proceed without you and a decree of divorce or annulment may be entered against you by the Court. A judgment may also be entered against you for any other claim or relief requested in these papers by the Plaintiff. You may lose money or property or other rights important to you, including custody or visitation of your children.

When the ground for the divorce is indignities or irretrievable to	breakdown of the marriage, you may request marriage
counseling. A list of marriage counselors is available in	(county) Courthouse, Office of the Prothonotary,
(city), Pennsylvania.	

IF YOU DO NOT FILE A CLAIM FOR ALIMONY, DIVISION OF PROPERTY, LAWYER'S FEES OR EXPENSES BEFORE A DIVORCE OR ANNULMENT IS GRANTED, YOU MAY LOSE THE RIGHT TO CLAIM ANY OF THEM.

YOU SHOULD TAKE THIS PAPER TO YOUR LAWYER AT ONCE. IF YOU DO NOT HAVE A LAWYER, GO TO OR TELEPHONE THE OFFICE SET FORTH BELOW. THIS OFFICE CAN PROVIDE YOU WITH INFORMATION ABOUT HIRING A LAWYER.

IF YOU CANNOT AFFORD TO HIRE A LAWYER, THIS OFFICE MAY BE ABLE TO PROVIDE YOU WITH INFORMATION ABOUT AGENCIES THAT MAY OFFER LEGAL SERVICES TO ELIGIBLE PERSONS AT A REDUCED FEE OR NO FEE.

Lawyer Referral Service
The Beaver County Bar Association
http://bcba-pa.org/lawyer-referral-service/
788 Turnpike Street
Beaver, PA 15009
Telephone # 724-728-4888

IN THE COURT OF COMMON PLEAS OF COUNTY, PENNSYLVANIA

PLAINTIFF (your full name)	,	., CIVIL ACTION – LAW	
vs.			Case No
DEFENDANT (spouse's full	name)		IN DIVORCE
		NT FOR DIVORCE U R 3301(d) OF THE D	
AND NOW, comes the Plair	ntiff and for cause of a	ction against the Defe	endant says:
1. Plaintiff is	(your n	ame), an adult individ	lual who currently resides at
	(str	eet address),	(city),
(county),	(state),	(zip code)	
2. Defendant is	(spc	ouse's name), an adul	It individual who currently resides at
	(str	eet address),	(city),
(county),	(state),	(zip code)	
3. Either Plaintiff or Defenda	ant has been bona fide	e resident of the Com	monwealth of Pennsylvania for at least six
months immediately previou	us to the filing of this C	Complaint.	
4. Plaintiff and Defendant w	ere married on	(moi	nth/day/year), in
(county),	(state).		
5. There (ha	ave been/have not bee	en) prior actions of div	orce or for annulment between the parties.
(If there have been, name the	ne jurisdiction and cas	se .	
number)			
6. The marriage is irretrieva	bly broken.		

- 7. The parties _ (are/are not) living separate and apart. If the parties are living separate and apart, they have lived separate and apart since [(month/day/year).
- 8. Plaintiff has been advised that counseling is available and that Plaintiff may have the right to request that the Court require the parties to participate in counseling.
- 9. The Defendant (is/is not) a member of the Armed Services of the United States or any of its allies.
- 10. Plaintiff requests that the Court enter a decree of divorce.

WHEREFORE, Plaintiff respectfully requests your Honorable Court enter a Decree in Divorce, divorcing Plaintiff and Defendant.

Respectfully submitted,	
Plaintiff's Signature	

VERIFICATION

I verify that the statements in the foregoing Complaint in Divorce are true and correct to the best of my knowledge
information, and belief. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S.
4904, relating to unsworn falsification to authorities.
Date:
Plaintiff Signature

Instructions for: Form 2 Petition to Proceed In Forma Pauperis

In Forma Pauperis-Form 2

If you think you meet the income requirements to proceed *in forma pauperis* (IFP) to be excused from paying any costs related to your litigation, then you can request that the Court excuse you from paying filing fees.

In order to ask for IFP status, you must file a "Petition to Proceed In Forma Pauperis and Affidavit" and a "Verification" with the Court, in which you provide the judge very detailed information about your financial situation.

You should fill out, sign, and date the Petition to Proceed In Forma Pauperis and Affidavit and the Verification. You will need to present the Petition along with supporting documentation, to the judge who handles Divorce Motions. The Motions Court schedule is posted on the website.

Complete the caption exactly as it appears on all the pleadings in your case. Make sure that the financial information is complete and accurate, or your petition will be denied. You should keep a copy of your IFP request for yourself.

If the Judge grants your request, you must show a copy of the IFP order to the Prothonotary every time you file something in your case. You do have the right to appeal the judge's decision if your petition is denied, but an appeal can be complicated and may require the involvement of an attorney.

Note: If granted IFP status, that status only applies to YOU, not to the other party in the case. If your spouse also wishes to be excused from paying any court costs or filing fees, he/she must submit his/her own IFP request.

How to Request to Proceed In Forma Pauperis (IFP)

- 1. Complete Form 2. All information regarding your financial situation must be complete and accurate. On the "Order," complete only the caption. The presiding judge will complete the rest when granting or denying your request.
- 2. Make one copy of Form 2.
- 3. File Form 2 with the Prothonotary. This can be done at any time during the divorce proceedings. Past fees paid will NOT be refunded; therefore, if you are financially unable to pay the filing fees, you should petition the court prior to filing your divorce Complaint (Form 1).
- 4. If IFP status is granted, show a copy of your IFP Order every time you file a document in your case.

IN THE COURT OF COMMON PLEAS OF BEAVER COUNTY PENNSYLVANIA

CIVIL DIVISION

		:	
		:	No of 20
	Plaintiff,	:	Civil Action – Law
		:	
		:	Type of Pleading:
vs.		:	Petition to Proceed in Forma Pauperis
		:	
		:	Filed on behalf of:
	Defendant.	: .	
			(Your Name):
			Filing Party's Information:
			Name:
			Address:
			Telephone#

IN THE COURT OF COMMON PLEAS OF BEAVER COUNTY PENNSYLVANIA

	<u>_</u> , :
Plaintiff,	;
vs.	: No.
	_, :
Defendant.	:
PETI	TION TO PROCEED IN FORMA PAUPERIS
TO THE HO	NORABLE, THE JUDGES OF THE SAID COURT:
Petitioner respectfully repres	sents that:
1. Petitioner	is the Plaintiff in the above
captioned action.	
2. Petitioner's Social Securit	y number is XXX-XX(only provide last 4 digits)
3. Petitioner's address is	
	(give full address)
4. Petitioner's income and eaffidavit.	spense information is fully and accurately set forth in the attached
5. I am over 18 years of age.	Yes / No (circle one)
WHEREFORE, Petigranting leave to proceed in	tioner respectfully requests Your Honorable Court to enter an Order forma pauperis in the above captioned action.
	Respectfully submitted,

Petitioner

AFFIDAVIT IN SUPPORT OF PETITION TO PROCEED IN FORMA PAUPERIS

- 1. I am the petitioner in the above matter and because of my financial condition am unable to pay the fees and costs.
- 2. I am unable to obtain funds from anyone, including my family and Associates, to pay the costs
- of litigation. 3. I represent that the information below relating to my ability to pay the fees and costs is true and correct: Name _____ Address (give full address) Petitioner's Social Security number is XXX-XX-_____(only provide last 4 digits) A. Employment If you are presently employed, state Employer: _____ Address: _____ Salary or wages per month _____ If you are presently unemployed, state Date of last employment: Salary or wages per month: Type of work: B. Other income within the past twelve months Business or profession: Other self-employment: Dividends: Pension and annuities:

Social Security benefits:

Support payments:

F. Persons dependent upon you for Support:	
Other:	
Loans:	
Rent:	
Mortgage:	
E. Debts and obligations	
Other	
Stocks; bonds:	
Amount owed \$	
Motor vehicle: Make Year Cost	
Real estate (including home):	
Certificates of deposit:	
Savings account:	
Checking account:	
Cash:	
D. Property owned	
Other contributions	
Contribution from parents:	
Contributions from children:	
C. Other contributions to household support	
Public assistance:	
Workmen's compensation:	
Unemployment compensation and supplemental benefits:	
Disability payments:	

I understand that I have a continuing obligation circumstances which would permit me to pay	ion to inform the court of improvement in my financial y the costs incurred herein.
I verify that the statements made in this affid	avit are true and correct.
	made subject to the penalties of 18 Pa.C.S. § 4904, as which provides that if I knowingly make false alties.
	Petitioner's Signature
Date:	

IN THE COURT OF COMMON PLEAS OF BEAVER COUNTY PENNSYLVANIA

	Plaintiff,	· :	
		:	
		:	No
VS.		: :	
		:	
	Defendant.	:	
	ORDER TO W	AIVE FIL	ING COSTS
AND NOW, this	day of		, 20, upon consideration of the
attached Petition to Proceed	l in Forma Pauperi	is, it is here	eby ordered that the filing costs be waive
		BY	THE COURT

JUDGE

FORM 3

- Form 3 A- Affidavit of Acceptance of Service
- Form 3 B- Affidavit of Service by Mail
- Form 3 C- Affidavit of Service by Personal Service

Instructions for these forms can be found in the introductory instructions on Page 2.

Respectfully Submitted,

Defendant's Signature

Date:

IN THE COURT OF COMMON PLEAS OF COUNTY, PENNSYLVANIA

DI AINTIFI	F (your full name) : C	IVIL ACTION – LAW
VS	: : C	ase No
DEFENDA	ANT (spouse's full name) : If	N DIVORCE
	AFFIDAVIT OF SERVI	CE BY MAIL
l, _	, Plaintiff in the above	-captioned action depose and say the following:
1. On(date mailed documents), a copy of the Complaint in Divorce a		s), a copy of the Complaint in Divorce and Notice
	to Defend and Claim Rights with Notice of A	vailability of Counseling in the above-captioned
	matter was mailed to the Defendant by Certi	fied Mail, Return Receipt Requested, Deliver to
	Addressee Only and regular mail, at Defend	lant's last known address, as indicated on the
	attached mailing receipt.	
2.	On(date of spouse's signa	ature on green return card), Defendant received
	the aforesaid Divorce Complaint and the mailing	ng receipt and return receipt card evidencing the
	same are attached hereto and made a part her	eof.
Ιv	verify that the statements in this document are tru	e and correct to the best of my knowledge,
information	n, and belief. I understand that false statements h	erein are made subject to the penalties of 18
Pa.C.S. § 4	4904, relating to unsworn falsification to authoritie	2 8.
	Re	espectfully Submitted,
Date:		
	Pla	aintiff's Signature

IN THE COURT OF COMMON PLEAS OF _____COUNTY, PENNSYLVANIA

PLAINTIFF (your full name)	: CIVIL ACTION – LAW :
VS.	Case No.
DEFENDANT (spouse's full name)	: IN DIVORCE
AFFIDAVIT OF SER	VICE BY PERSONAL SERVICE
l,	, hereby depose and say that on this date, I
personally served the above-captioned Defe	endant with a Complaint in Divorce and Notice to
Defend and Claim Rights with Notice of Ava	ilability of Counseling, by personally handing the same
to him/her on(date).	
I verify that the statements in this do	ocument are true and correct to the best of my
knowledge, information, and belief. I unders	tand that false statements herein are made subject to
the penalties of 18 Pa.C.S. § 4904, relating	to unsworn falsification to authorities.
	Respectfully Submitted,
Date:	
	Signature of Person Who Served
	Defendant (Not the Plaintiff)

Instructions for:

Form 4

Praecipe to Reinstate

the Complaint

Form 4 – Praecipe to Reinstate the Complaint

You only need to file this form if you were unable to successfully serve the Complaint, Form 1, on the other party within 30 days (or within 90 days if the other party does not live in Pennsylvania). The date you file this Praecipe re-starts the clock for service, and you will have another 30 days (or 90 days if the other party does not live in Pennsylvania) to serve Form 1 on the other party. For example, if you file the Praecipe to Reinstate the Complaint on January 1st, then you must serve the other party by January 31st.

- 1. Write the name of the county in which you are filing in the first blank.
- 2. Write your name by the second blank. Write your name exactly as you wrote it on Form 1.
- 3. Write your spouse's name by the defendant's blank. Write your spouse's name exactly as you wrote it on Form 1.
- 4. Write the docket number by the Case No. blank. The docket number is the number that the Prothonotary's Office wrote on Form 1at the time of filing.
- 5. Write the date.
- 6. Sign this form.
- 7. File this form with the Prothonotary.

IN THE COURT OF COMMON PLEAS OF COUNTY, PENNSYLVANIA

PLAINTIFF (your full name)	: CIVIL ACTION – LAW
VS.	: Case No
DEFENDANT (spouse's full name)	: : IN DIVORCE
PRAECIPE TO REI	NSTATE THE COMPLAINT
To the Prothonotary:	
Please reinstate the Complaint for	Divorce under Section 3301(c) or 3301(d) of the
Divorce Code filed in the above-captione	ed matter.
	Respectfully submitted,
Date:	
	Plaintiff's Signature

Instructions for:

Form 5-A

Affidavit of Consent (Plaintiff)

<u>Form 5-A – Affidavit of Consent (Plaintiff)</u>

- 1. Write the name of the county you in which you are filing in the first blank.. Write exactly what you wrote on Form 1.
- 2. Write your name by the blank for the Plaintiff. Write your name exactly as you wrote it on Form 1.
- 3. Write your spouse's name by the blank for the Defendant. Write your spouse's name exactly as you wrote it on Form 1.
- 4. Write the docket number in the Case No. blank. The docket number is the number that the Prothonotary's Office wrote on Form 1 at the time of filing.
- 5. Write the date Form 1 was filed in the Office of the Prothonotary.
- 6. Write the current date by the Date blank at the bottom.
- 7. Sign this form by the blank for the Plaintiff's signature.
- 8. File with the Prothonotary within thirty (30) days.

IN THE COURT OF COMMON PLEAS OF COUNTY, PENNSYLVANIA

	_, : CIVIL ACTION – LAW
PLAINTIFF	:
	: Case No
VS.	: :
DEFENDANT	: IN DIVORCE
AFFID	AVIT OF CONSENT
1. A Complaint in Divorce under Sect	ion 3301(c) of the Divorce Code was filed on
	(date Complaint filed).
2. The marriage of Plaintiff and Defen	ndant is irretrievably broken and ninety (90) days
have elapsed from the date of filing an	nd service of the Complaint.
3. I consent to the entry of a final decr	ree of divorce, and have signed a Waiver of Notice
of Intention to Request Entry of Decre	ee.
I verify that the statements in t	his document are true and correct to the best of my
knowledge, information, and belief. I	understand that false statements herein are made
subject to the penalties of 18 Pa.C.S. §	§ 4904, relating to unsworn falsification to
authorities.	
Date:	
	Plaintiff's Signature

Instructions for:

Form 5-B

Affidavit of Consent (Defendant)

Form 5-B – Affidavit of Consent (Defendant)

- 1. Write the name of the county you in which you are filing in the first blank. Write exactly what you wrote on Form 1.
- 2. Write your name by the blank for the Plaintiff. Write your name exactly as it shows on Form 1.
- 3. Write your spouse's name by the blank for the Defendant. Write it exactly as it is written on Form 1.
- 4. Write the docket number in the Case No. blank. The docket number is the number that the Prothonotary's Office wrote on Form 1 at the time of filing.
- 5. Write the date Form 1 was filed in the Office of the Prothonotary.
- 6. Your spouse must write the current date by the Date blank at the bottom.
- 7. Your spouse must sign this form by the blank for the Defendant's signature. This consents to the entry of the Divorce Decree
- 8. File with the Prothonotary within thirty (30) days.

,	: CIVIL ACTION – LAW
PLAINTIFF	:
vs.	Case No
DEFENDANT ,	: IN DIVORCE
AFFIDAV	IT OF CONSENT
1. A Complaint in Divorce under Section	3301(c) of the Divorce Code was filed on
(d	late Complaint filed).
have elapsed from the date of filing and se	et is irretrievably broken and ninety (90) days ervice of the Complaint. of divorce, and have signed a Waiver of Notice
•	document are true and correct to the best of my erstand that false statements herein are made 04, relating to unsworn falsification to
Date:	
	Defendant's Signature

Form 6-A

Waiver of Notice (Plaintiff)

Form 6-A – Waiver of Notice (Plaintiff)

- 1. Write the name of the county in which you are filing in the first blank. Write exactly what you wrote on Form 1.
- 2. Write your name in the blank for the Plaintiff. Write your name exactly as you wrote it on Form 1.
- 3. Write your spouse's name in the blank for the Defendant. Write your spouse's name exactly as you wrote it on Form 1.
- 4. Write the docket number in the blank for the Case No. The docket number is the number that the Prothonotary's Office wrote on Form 1 at the time of filing.
- 5. Write the date.
- 6. Sign this form.
- 7. File this form with the Prothonotary.

PLAINTIFF,	: CIVIL ACTION – LAW
VS.	: : Case No :
DEFENDANT ,	: IN DIVORCE
	TENTION TO REQUEST ENTRY R §3301(C) OF THE DIVORCE CODE
1. I consent to the entry of a final decree of divo	orce without notice.
I understand that I may lose rights concernin expenses if I do not claim them before a divorce	
3. I understand that I will not be divorced until a copy of the decree will be sent to me immediate	divorce decree is entered by the Court and that a ly after it is filed with the Prothonotary.
•	ment are true and correct to the best of my distributed that false statements herein are made subject to insworn falsification to authorities.
Date:	Plaintiff's Signature

Form 6-B

Waiver of Notice (Defendant)

Form 6-B - Waiver of Notice (Defendant)

- 1. Write the name of the county in which you are filing in the first blank. Write exactly what you wrote on Form 1.
- 2. Write the name of the Plaintiff in the appropriate blank. Write it exactly as it appears on Form 1.
- 3. Write the name of the Defendant in the appropriate blank. Write it exactly as it appears on Form 1.
- 4. Write the docket number in the Case No. blank. The docket number is the number that the Prothonotary's Office wrote on Form 1 at the time of filing.
- 5. You spouse must write the date, if your spouse consents to the entry of the Divorce Decree.
- 6. Your spouse must sign this form if your spouse consents to the entry of the Divorce Decree.
- 7. File this form with the Prothonotary.

PLAINTIFF	: CIVIL ACTION – LAW
vs.	: Case No
DEFENDANT ,	: IN DIVORCE
	NTENTION TO REQUEST ENTRY ER §3301(C) OF THE DIVORCE CODE
1. I consent to the entry of a final decree of di	ivorce without notice.
2. I understand that I may lose rights concern expenses if I do not claim them before a divor	ning alimony, division of property, lawyer's fees or ce is granted.
3. I understand that I will not be divorced until copy of the decree will be sent to me immedia	I a divorce decree is entered by the Court and that a tely after it is filed with the Prothonotary.
•	ument are true and correct to the best of my nd that false statements herein are made subject to unsworn falsification to authorities.
Date:	 Defendant's Signature

Form 7

Notice of Intention to Request Entry of Section 3301(c) Divorce Decree

Form 7 - Notice of Intention to Request Entry of Section 3301(c) Divorce Decree

The numbers on these instructions correspond with the numbers in the arrowboxes on the form. Use the form with the arrowboxes to guide you through filling out the blank form.

- 1. Write the name of the county you are filing in by arrowbox 1. Write exactly what you wrote on Form 1, by arrowbox 1.
- 2. Write the name of the Plaintiff by arrowbox 2. Write it exactly as it appears on Form 1, by arrowbox 2.
- 3. Write the name of the Defendant by arrowbox 3. Write it exactly as it appears on Form 1, by arrowbox 3.
- 4. Write the docket number by arrowbox 4. The docket number is the number that the Prothonotary's Office wrote on Form 1, by arrowbox 4 at the time of filing.
- 5. Write your spouse's name by arrowbox 5.
- 6. Count 20 calendar days from the date that you will be mailing this form to your spouse. The date that you mail the form is Day 1. Write that date by arrowbox 6.
- 7. If you live in one of the following counties: Allegheny, Beaver, Berks, Blair, Bucks, Chester, Cumberland, Dauphin, Delaware, Erie, Lackawanna, Lancaster, Lehigh, Luzerne, Mercer, Monroe, Montgomery, Northampton, Philadelphia, Washington, Westmoreland, or York, you must call your county's Court Administrator's Office, Prothonotary's Office, or other related county office to determine what lawyer referral service to put by arrowbox 7.

If you do NOT live in one of the above listed counties: Write by arrowbox 7:

"Pennsylvania Bar Association – Lawyer Referral Service Telephone 1-800-692-7375 (PA only) or 717-238-6715"

- 8. Sign this form by arrowbox 8.
- 9. Write the name of the county you are filing in by arrowbox 9. Write exactly what you wrote on Form 1, by arrowbox 1.
- 10. Write your name by arrowbox 10. Write your name exactly as you wrote it on Form 1, by arrowbox 2.
- 11. Write your spouse's name by arrowbox 11. Write your spouse's name exactly as you wrote it on Form 1, by arrowbox 3.
- 12. Write the docket number by arrowbox 12. The docket number is the number that the Prothonotary's Office wrote on Form 1, by arrowbox 4 at the time of filing.

Note: This form MUST be properly served on the other party (see Divorce Procedure section). Use Form 11 for service.

IN THE COURT OF	COMMON PLEAS OF COUNTY, PENNSYLVANIA
	: CIVIL ACTION – LAW
PLAINTIFF	: 4
vs.	: Case No
DEFENDANT	: IN DIVORCE
SECTION 3301(c)	N TO REQUEST ENTRY OF DIVORCE DECREE
TO: (spous	se's full name)
You have signed a § 3304 (c) affida Therefore, on or after other party can request the court to enter a	vit consenting to the entry of a divorce decree. (20 days after service of this document), the final decree in divorce.
you must do so by the above date or the	the court a written claim for economic relief, court may grant the divorce and you will lose. The filing of the form counter-affidavit alone
DO NOT HAVE A LAWYER, GO TO OR BELOW. THIS OFFICE CAN PROVIDE HIRING A LAWYER. IF YOU CANNOT OFFICE MAY BE ABLE TO PROVIDE Y AGENCIES THAT MAY OFFER LEGAL	AFFORD TO HIRE A LAWYER, THIS
REDUCED FEE OR NO FEE.	7
	Respectfully submitted,
	(Signature)
	(5151141410)

IN THE CO	URT O	F CON	MMON PLEAS OF
		COU	NTY, PENNSYLVANIA
10	,	:	CIVIL ACTION – LAW
PLAINTIFF		:	12
		:	Case No.
vs.	,	: :	
DEFENDANT		:	IN DIVORCE

COUNTER-AFFIDAVIT UNDER §3301(c) OF THE DIVORCE CODE

I wish to claim economic relief which may include alimony, division of property, lawyer's fees or expenses or other important rights.

I understand that I must file my economic claims with the Prothonotary in writing and serve them on the other party. If I fail to do so before the date set forth on the Notice of Intention to Request Divorce Decree, the divorce decree may be entered without further delay.

I verify that the statements in this document are true and correct to the best of my knowledge, information, and belief. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. § 4904, relating to unsworn falsification to authorities.

Date:		
	Signature	

NOTICE: IF YOU DO NOT WISH TO CLAIM ECONOMIC RELIEF, YOU SHOULD NOT FILE THIS COUNTER-AFFIDAVIT.

IF YOU <u>DO</u> WISH TO EITHER CLAIM ECONOMIC RELIEF AND/OR OPPOSE THE DIVORCE, YOU MUST COMPLETE THIS FORM AND FILE IT WITH THE PROTHONOTARY, AND IT IS RECOMMENDED YOU SPEAK TO AN ATTORNEY.

	, : CIVIL ACTION – LAW
PLAINTIFF	
vs.	: Case No : : : :
DEFENDANT	: IN DIVORCE
	E OF INTENTION TO REQUEST ENTRY OF SECTION 3301(c) DIVORCE DECREE
TO:	(spouse's full name)
	§ 3301(c) affidavit consenting to the entry of a divorce decree. (20 days after service of this document), the other party a final decree in divorce.
do so by the above date or the	ady filed with the court a written claim for economic relief, you must court may grant the divorce and you will lose forever the right to ask of the form counter-affidavit alone does not protect your economic
HAVE A LAWYER, GO TO OR CAN PROVIDE YOU WITH INI AFFORD TO HIRE A LAWYEF	THIS PAPER TO YOUR LAWYER AT ONCE. IF YOU DO NOT TELEPHONE THE OFFICE SET FORTH BELOW. THIS OFFICE FORMATION ABOUT HIRING A LAWYER. IF YOU CANNOT R, THIS OFFICE MAY BE ABLE TO PROVIDE YOU WITH ICIES THAT MAY OFFER LEGAL SERVICES TO ELIGIBLE SEE OR NO FEE.
	Respectfully submitted,
	(Signature)

,	: CIVIL ACTION – LAW	
PLAINTIFF	:	
	:	
	: Case No	
VS.	•	
	:	
DEFENDANT	: IN DIVORCE	
	FFIDAVIT UNDER §3301(c) IE DIVORCE CODE	
I wish to claim economic relief which may inclother important rights.	de alimony, division of property, lawyer's fees or ex	penses or
	is with the Prothonotary in writing and serve them of forth on the Notice of Intention to Request Divorce her delay.	
and belief. I understand that false statements	e true and correct to the best of my knowledge, information are made subject to the penalties of 18 Pa.C.	
relating to unsworm faising ation to authorities.		
relating to unsworn falsification to authorities. Date:	Signature	

NOTICE: IF YOU <u>DO NOT</u> WISH TO CLAIM ECONOMIC RELIEF, YOU SHOULD NOT FILE THIS COUNTER-AFFIDAVIT.

IF YOU <u>DO</u> WISH TO CLAIM ECONOMIC RELIEF, YOU MUST COMPLETE THIS FORM AND FILE IT WITH THE PROTHONOTARY, AND IT IS RECOMMENDED YOU SPEAK TO AN ATTORNEY.

Form 11

Certificate of Service

Form 11 – Certificate of Service

- 1. Write the name of the county in which you are filing in the first blank. Write exactly what you wrote on Form 1.
- 2. Write the name of the Plaintiff in the appropriate blank. Write it exactly as it appears on Form 1.
- 3. Write the name of the Defendant in the appropriate blank. Write it exactly as it appears on Form 1.
- 4. Write the docket number in the Case No. blank. The docket number is the number that the Prothonotary's Office wrote on Form 1 at the time of filing.
- 5. Mark the box(es) of the document(s) you are mailing to your spouse. If you are mailing a form not listed, write the name of the form in the "other" space provided.
- 6. Write your spouse's name and address in the provided spaces.
- 7. Write the date.
- 8. Sign your name.
- 9. File this form with the Prothonotary.

		, : CIVIL ACTION – LAW
PLAINTIFF		:
		: Case No
VS.		: :
		, :
DEFENDANT		: IN DIVORCE
		CERTIFICATE OF SERVICE
The und	dersigned hereby certif	ies that on this date, a true and correct copy of the following have
been served: (c	neck any of the following	ng that apply)
	Affidavit Under Sect	ion 3301(d) of the Divorce Code
	Notice of Intention to Affidavit Under 330	o Request Entry of Section 3301(d) Divorce Decree, and Counter-1(d)
	Affidavit of Non-Mili	tary Service
	Notice of Intention to Affidavit Under 330	Request Entry of Section 3301(c) Divorce Decree, and Counter-
	(Other)	
The und	dersigned hereby certif	ies that the above documents were served by first class mail to the
following:		
		(spouse's name)
		(spouse's address)
		Respectfully Submitted,
Date:		- (Signature)

Form 12

Praecipe to Transmit the Record

Form 12 - Praecipe to Transmit the Record

The numbers on these instructions correspond with the numbers in the arrowboxes on the form. Use the form with the arrowboxes to guide you through filling out the blank form.

- 1. Write the name of the county you are filing in by arrowbox 1. Write exactly what you wrote on Form 1, by arrowbox 1.
- 2. Write the name of the Plaintiff by arrowbox 2. Write it exactly as it appears on Form 1, by arrowbox 2.
- 3. Write the name of the Defendant by arrowbox 3. Write it exactly as it appears on Form 1, by arrowbox 3.
- 4. Write the docket number by arrowbox 4. The docket number is the number that the Prothonotary's Office wrote on Form 1, by arrowbox 4 at the time of filing.
- 5. Circle either 3301(c) or 3301(d), depending on the type of divorce you are seeking.
- 6. Write the date that Form 1 was served by arrowbox 5. This date will be on either Form 3-A (the date your spouse signed the Acceptance), 3-B (the date your spouse signed the green card), or 3-C (the date a third party handed your spouse Form 1), depending on which form you used for service.
- 7. Write the method of service by arrowbox 7:
 - If your spouse accepted Form #1 from you and signed Form 3-A, write:
 "acceptance" by arrowbox 6.
 - If you mailed Form #1 to your spouse by certified, restricted delivery, and filed Form 3-B, write: "certified, restricted, return receipt requested United States mail" by arrowbox 6.
 - If a third party, not you (ex/ the Sheriff), handed Form #1 to your spouse and completed Form 3-C, write: "personal service" by arrowbox 6.

If you are doing a 3301(c) consent divorce, complete the following:

- 8. Write the date Plaintiff (the person by arrowbox 2) <u>signed</u> Form 5-A (Affidavit of Consent) by arrowbox 8.
- 9. Write the date Defendant (the person by arrowbox 3) <u>signed</u> Form 5-B (Affidavit of Consent) by arrowbox 9.
- 10. Leave arrowbox 10 blank.
- 11. Leave arrowbox 11 blank.
- 12. If you have no other pending claims (such as a Petition for Special Relief or any other economic claim), write "no claims pending" by arrowbox 12. If you have completed, signed, and filed an agreement between the two parties settling your economic claims, and within the document itself it states that the parties wish to incorporate, but not merge, the agreement, then by arrowbox 12 write: the name of the document, the date it was signed, that the parties wish to "incorporate but not merge" the document, and the paragraph number within the document or other indication of location requesting the incorporation. If you have a Petition for Special Relief pending, write the name of your petition and a brief description of the claim by arrowbox 9 and attach a copy of your petition to the Praecipe.

A OR B

If filing Waivers - If serving a Notice of Intention -

- 13. Leave line 13 blank.
- 14. Leave line 14 blank.
- 15. Write the date the Plaintiff (the person on line 2) <u>filed</u> (time stamped) Form 6-A (Waiver of Notice) in the Prothonotary's Office by arrowbox 15.
- 16. Write the date the Defendant (the person on line 3) <u>filed</u> (time stamped) Form 6-B (Waiver of Notice) in the Prothonotary's Office by arrowbox 16.
- 13. Write the date you served Form 7 (Notice of Intention to Request Entry of Section 3301(c) Divorce Decree/Counter-Affidavit) by arrowbox 13. (See Form 11 for date of service.)
- 14. Write how you served Form 7 by arrowbox 14 "First Class Mail."
- 15. Leave arrowbox 15 blank.
- 16. Leave arrowbox 16 blank.
- 17. Write the date you sign this document by arrowbox 17.
- 18. Sign your name by arrowbox 18, indicate whether you are the Plaintiff or Defendant.
- 19. File this form with the Prothonotary.

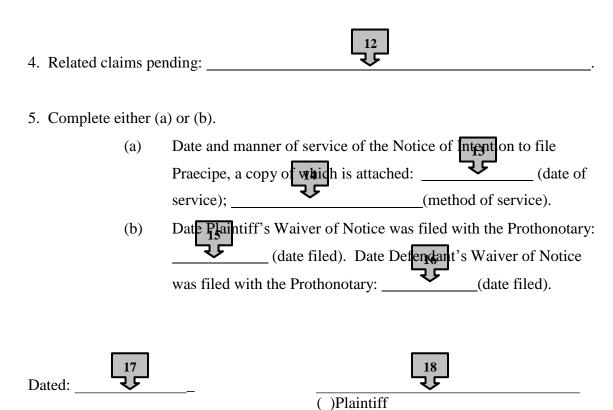
If you are doing a 3301(d) non-consent divorce (2 years of separation), complete the following:

- 8. Leave arrowbox 8 blank.
- 9. Leave arrowbox 9 blank.
- 10. Write the date you <u>signed</u> Form 8 (Affidavit Under Section 3301(d)) by arrowbox 10.
- 11. Write the date you <u>served</u> Form 8 by arrowbox 10. (See Form 11 for date of service.)
- 12. If you have no other pending Petitions (such as a Petition for Special Relief), write "no claims pending" by arrowbox 12.

 If you have completed, signed, and filed an agreement between the two parties settling your economic claims, within the document itself it states that the parties wish to incorporate, but not merge, the agreement, then by arrowbox 12 write: the name of the document, the date it was signed, that the parties wish to "incorporate but not merge" the document, and the paragraph number within the document or other indication of location requesting the incorporation.

 If you have a Petition for Special Relief pending, write the name of your petition by arrowbox 9 and attach a copy of your petition to the Praecipe.
- 13. Write the date you served Form 9 (Notice of Intention to Request Entry of Section 3301(d) Divorce Decree) by arrowbox 13. (See Form 11 for date of service.)
- 14. Write how you served Form 9 by arrowbox 14 "First Class Mail."
- 15. Leave arrowbox 15 blank.
- 16. Leave arrowbox 16 blank.
- 17. Write the date you sign this document by arrowbox 16.
- 18. Sign your name by arrowbox 17 and indicate whether you are the Plaintiff or Defendant.
- 19. File this form with the Prothonotary.

	IN THE COURT OF COMMON PLEAS OF COUNTY, PENNSYLVANIA
PLAINTIFF 2	, : CIVIL ACTION – LAW
vs.	: Case No
DEFENDANT	: IN DIVORCE
	PRAECIPE TO TRANSMIT RECORD
To the Prothonotary: Transmit the	record, together with the following information, to the Court for
entry of a divorce de	5
1. Ground for divorce Divorce Code.	ee: Irretrievable breakdown under Section 3301(c) or 3301(d) of the
	of service of the Complaint:(date of service);(method of service).
3. Complete either p	aragraph (a) or (b).
(a)	Date of execution of the Affidavit of Consent requised by Section 3301(c) of the Divorce Code: by Plaintiff
(b)	Date of execution of Plaintiff's Affidavit required by Section 3301(d) of the Divorce Code: (date Plaintiff signed); Date of service of Plaintiff's Affidavit upon Defendant:



()Defendant

	<u> </u>	: CIVIL	ACTION – LAW
PLAINTIFF		:	
vs.		: Case I	No
DEFENDANT	,	: : IN DIV	ORCE
	PRAECIPE TO	TRANSMIT RECO	ORD
To the Prothonotary:			
Transmit the divorce decree:	record, together with the f	ollowing informati	on, to the Court for entry of a
Ground for divorce Code.	e: Irretrievable breakdown	under Section 33	01(c) or 3301(d) of the Divorce
2. Date and manner	of service of the Complain	ıt:	(date of service);
-	(method of	service).	
3. Complete either p	aragraph (a) or (b).		
(a)	Date of execution of the	ne Affidavit of Con	sent required by Section 3301(c)
	of the Divorce Code: b	y Plaintiff	(date Plaintiff
	signed); by Defendant		(date Defendant signed).
(b)	Date of execution of P	laintiff's Affidavit r	equired by Section 3301(d) of the
	Divorce Code:	(date Pl	aintiff signed); Date of service of
	Plaintiff's Affidavit upo	n Defendant:	(date of service).
4. Related claims pe	ndina:		

5. Com	plete either (a) or (b).
	(a)	Date and manner of service of the Notice of Intention to file Praecipe, a
		copy of which is attached:(date of service);
		(method of service).
(b)		Date Plaintiff's Waiver of Notice was filed with the Prothonotary:
		(date filed). Date Defendant's Waiver of Notice was filed
		with the Prothonotary:(date filed).
Dated:		
Datou		() Plaintiff
		() Defendant

Form 13

Divorce Decree

Form 13 - Divorce Decree

- 1. Write the name of the county in which you are filing. Write exactly what you wrote on Form 1.
- 2. Write the name of the Plaintiff. Write it exactly as it appears on Form 1.
- 3. Write the name of the Defendant. Write it exactly as it appears on Form 1.
- 4. Write the docket number. The docket number is the number that the Prothonotary's Office wrote on Form 1 at the time of filing.
- 5. Write your name.
- 6. Write your spouse's name.
- 7. File this form with the Prothonotary.

The Court will fill out the date at the top and sign at the bottom.

	, : CIVIL ACTION – LAW :
VS.	: Case No : :
DEFENDANT ,	; : IN DIVORCE
D	ECREE OF DIVORCE
	, 20, it is ordered, and decreed that(your name), Plaintiff, and(your spouse's name), Defendant,
are divorced from the bonds of matrimo	
final order has not yet been entered.	f any claims raised by the parties to this action for which a rder shall hereafter be deemed an order for alimony main pending.
	By the Court,

FORM 14 Divorce Information Sheet (Vital Records Form)

- 1. Write your docket number where it asks for the Case No.
- 2. Fill in the date of marriage.
- 3. Check the appropriate box for the number of years you were married.
- 4. File this form with the Prothonotary when you file Form 12 and Form 13.

Form 14 Divorce Information Sheet

VITAL RECORDS FORM DIVISION OF STATISTICAL REGISTRIES HARRISBURG, PA

DURATION OF MARRIAGE			
CASE NO:			
DATE OF MARRIAGE :			
YEARS MARRIED	PICK APPROPRIATE BOX BELOW		
<5			
5-9			
10-14			
15-19			
20-24			
25-29			
30 +			
Unknown			

Number of children from this marriage:	
Number of dependent children under 18	:

Form 15

Notice of Intention to Resume Prior Surname

Instructions for Form 15:

DO NOT FILL IN THIS FORM UNTIL YOU ARE STANDING IN FRONT OF A CLERK IN THE PROTHONOTARY'S OFFICE.

In order for the Prothonotary to properly notarize this form, they must witness you signing the paperwork.

DIAINTIES ((II)	CIVIL ACTION – LAW		
PLAINTIFF (your full name)			
vs.	Case No		
v5.			
DEFENDANT (spouse's full name)	IN DIVORCE		
ELECTION TO RETAKE A	AND RESUME PRIOR NAME		
TO: NANCY WERME, PROTHONOTARY	Y		
Pursuant to the Act of the General A	ssembly of the Commonwealth of		
Pennsylvania, of May 25 th , 1939, P.L. 192,			
I,	, (Plaintiff/Defendant)		
in the above entitled case do hereby avow m	ny intention and do hereby elect to retake and		
resume my prior name of -			
	·		
COMMONWEALTH OF PENNSYLVANI	A COUNTY OF BEAVER		
Now, this day of,	20, before me, in and for said County and		
State, personally appeared the above named			
	and acknowledged the foregoing		
written notice of intention to retake and resu	ime prior name.		

CERTIFICATE OF COMPLIANCE

RE: ACCESS TO COURT CASE RECORDS

CASE NO.			

I certify that this filing complies with the provisions of the Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts that require filing confidential information and documents differently than non-confidential information and documents.

Submitted by:
Signature:
Name:
Attorney No. (if applicable):

Rev. 02/22/18



Notice of Language Rights

Language Access Coordinator

Beaver County Courthouse, 810 Third Street, Beaver, PA, 15009

724-770-4770

languageaccess@beavercountypa.gov

English: You have the right to an interpreter at no cost to you. To request an interpreter, please inform court staff using the contact information provided at the top of this notice.

<u>Spanish/Español</u>: Usted tiene derecho a un intérprete libre de costo. Para solicitar un intérprete favor de informárselo al personal judicial utilizando la información provista en la parte superior de este aviso.

Mandarin/Cantonese Simplified Chinese/普通话/粤语简体中文: 您有权获得免费的口译员服务。若需要口译员,请使用本通知上方提供的联系信息通知法院工作人员。

Mandarin/Cantonese Traditional Chinese/普通話/廣東話繁體中文: 您有權要求免費傳譯服務。如欲要求傳譯服務,請參閱本通知頂部的聯絡資料,通知法庭職員。

<u>Arabic</u>/العربية: يحق لك الحصول على مترجم دون دفع أي تكلفة من جانبك. لطلب مترجم، يُرجى إعلام موظفي المحكمة باستخدام معلومات الاتصال المقدمة في الجزء العلوي من هذا الإشعار.

<u>Russian/Русский</u>: У вас есть право на бесплатные услуги переводчика. Заявка на переводчика подается в суд по адресу, телефону или эл. почте, указанным выше в заголовке этого уведомления.

<u>Vietnamese/Tiếng Việt</u>: Quý vị có quyền được một thông dịch viên giúp mà không tốn chi phí nào cả, xin hãy báo cho nhân viên tòa án dùng thông tin liên lạc có ở trên đầu thông báo này.

Nepali/नेपाली: तपाईंको निःशुल्क रूपमा भाषा अनुवादक राख्न पाउने अधिकार छ। अनुवादकको लागि अनुरोध गर्न, यस सचनाको माथि दिइएको सम्पर्क जानकारी भरेर अदालतका कर्मचारीहरूलाई जानकारी दिन्होस्।

Korean/한국어: 귀하는 비용에 대한 부담 없이 통역 서비스를 받을 권리가 있습니다. 통역 서비스를 요청하려면 본 통지서의 상단에 기재된 연락처를 통해 법원 직원에게 알리십시오.

<u>Polish/Polski</u>: Ma Pan/Pani prawo do nieodpłatnego skorzystania z usług tłumacza ustnego. Aby zwrócić się o wsparcie ze strony tłumacza ustnego, proszę skontaktować się z pracownikami sądu, korzystając z danych znajdujących się w górnej części niniejszego dokumentu.

<u>Punjabi/ **پنجابی** /Pakistan:</u> تہاڈے کول بغیر ادائیگی کیتیاں اک مترجم حاصل کرن دا حق اے۔ مترجم دی درخواست کرن لئی، میربانی کر کے ایس نوٹس دے اُوتے فراہم کیتیاں رابطے دیاں معلومات نوں ورتدیاں عدالت دے عملے نوں اطلاع دوو۔

<u>Punjabi</u>/ <u>ਪੰਜਾਬੀ /India:</u> ਤੁਹਾਨੂੰ ਇਕ ਦੁਭਾਸ਼ੀਆ ਹਾਸਲ ਕਰਨ ਦਾ ਹੱਕ ਹੈ, ਜਿਸ ਦੀ ਤੁਹਾਨੂੰ ਕੋਈ ਲਾਗਤ ਨਹੀਂ ਲੱਗੇਗੀ। ਦੁਭਾਸ਼ੀਏ ਲਈ ਬੇਨਤੀ ਕਰਨ ਵਾਸਤੇ, ਕਿਰਪਾ ਕਰ ਕੇ ਅਦਾਲਤ ਦੇ ਅਮਲੇ ਨੂੰ ਜਾਣੂ ਕਰਵਾਓ ਤੇ ਇਸ ਲਈ ਇਸ ਨੋਟਿਸ ਦੇ ਸਿਖਰ ਉਤੇ ਦਿੱਤੀ ਸੰਪਰਕ ਜਾਣਕਾਰੀ ਦਾ ਇਸਤੇਮਾਲ ਕਰੋ।

<u>Portuguese/Português:</u> Você tem direito a um intérprete gratuitamente. Para solicitar um intérprete, informe à nossa equipe usando os dados de contato mostrados na parte superior deste aviso.

<u>Somali/Somaali</u>: Waxaad xaq u leedahay in lagu turjumo lacag la'aan ah. Si aad u codsato turjumaanka, fadlan u sheeg maxkamadda shaqaalaha adiga oo isticmaala macluumaadka ciwaanka kor lagu siiyay ee ogeysiiskaan.

<u>Haitian Creole/Kreyòl Ayisyen</u>: Ou gen dwa resevwa sèvis yon entèprèt gratis. Pou mande pou yon entèprèt, tanpri fè manm pèsonèl tribinal la konnen lè ou sèvi avèk enfòmasyon an yo te bay ou nan tèt avi sa a.

<u>French/Français</u>: Vous avez le droit de bénéficier gratuitement de l'assistance d'un interprète. Pour en faire la demande, veuillez en informer le personnel du tribunal à l'aide des coordonnées indiquées en haut de page.